



WORKFORCE DEVELOPMENT COUNCIL

317 West Main Street, Boise, Idaho 83735-0510

NOTICE OF MEETING

Date: Thursday, November 15, 2012

Time: 9 a.m. - 4 p.m.

Location: Best Western Vista Inn at the Airport & Conference Center
Sawtooth/Sierra Rooms
2645 Airport Way, Boise, ID 83705

Hotel Accommodations:

Best Western Vista Inn at the Airport & Conference Center, 2645 Airport Way, Boise, ID 83705
(208) 336-8100

Driving Directions:

Hotel has a convenient Airport Location.
Just off Interstate 84 at Exit 53.

Please call Pat Nelson (208) 332-3570 ext. 3228 for a room block reservation.

Group Rate is \$77 single/double
The hotel will direct bill the department.

www.Bestwestern.com/vistainnattheairport

Reimbursement for Members:

Report authorized expenses on travel form provided. (See *Workforce Development Council Manual*).

Reserve your room prior to **November 5, 2012**.

Airline Reservations:

Please arrange for your own flights as soon as possible. If you need assistance, contact Pat.

For information on logistics: Please contact: Pat Nelson, Idaho Department of Labor, phone (208) 332-3570 ext. 3228 or e-mail pat.nelson@labor.idaho.gov.

About the Workforce Development Council: Please contact: Dwight Johnson, Workforce Policy, Idaho Department of Labor, phone (208) 332-3570 ext. 3335 or e-mail Dwight.johnson@labor.idaho.gov.

Please respond to this email to R.S.V.P.

Special Accommodations for Persons with Disabilities: If you have any special needs that we can address, please notify Pat Nelson no later than 7 days in advance. Thank you.